

CALL FOR TENDER ACTED [MOLDOVA] Instructions to Bidders

Date: 09/02/2023

Tender N°: T/67FJJ/J6G/BUS/CHS/09022023

Through this tender ACTED is requesting a company to provide detailed written offers for the supply of the following products:

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------|----------------------------|
| 1. Description: | Bus transportation service |
| 2. Product class / category: | Service |
| 3. Quantity/unit: | 1 DAY or 1 TRIP |

A detailed list of requested products is provided in the attached Offer Form.

RESPONSIBILITIES OF THE SUPPLIER:

- | | |
|--|--|
| 1. Place of delivery:
from the lot | Anywhere in Moldova or Romania / depending |
| 2. Maximum date of delivery: | 1 day after request |
| 3. Minimum offer validity period required: | 6 months |

The responses to this call for tender shall include the following elements:

1	The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder
2	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)
3	The Supplier Questionnaire Form (PRO-03.2) dated, filled, signed & stamped by the Bidder
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
5	The Bidder's official registration documents
6	A copy of the Bidder's legal representative ID or passport
7	ACTED's General Conditions for Purchase (PRO 09) signed & stamped by the Bidder
8	ANNEXES – Past contracts with ACTED or other organizations are provided if possible
9	ANNEXES – technical passport of buses from fleet proposed to ACTED, delivered every six month from technical inspection
10	ANNEXES – pictures of proposed buses from the fleet
11	ANNEXES – driver's license of the bus drivers
12	ANNEXES – social or environmental policy if possible
13	Any other compulsory item specified in the Bidder's Checklist (PRO-06.3)



14	The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder
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It is important to note that all documents must be filled, dated, signed & stamped by the Bidders in order to be considered as eligible. ACTED only accepts bids that have been filled in in either English or French.

GENERAL CONDITIONS:

1. The **closing date** of this tender is 09/03/2023 at 5pm Chisinau time in ACTED office at the following address: Chisinau Pushkin str. 45
2. The submission of an offer by a bidder to this call for tender may not result in the award of a contract.
3. The offer must be submitted to ACTED Logistics department in a sealed envelope marked "Not to be opened before 10/03/2023" and the Tender reference number above. If the bid is sent by email, it must state in the object "Offer for tender T/67FJJ/J6G/BUS/CHS/09022023"
4. Unsealed envelope and late offers will not be considered.
5. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on any contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractors.
6. Collusive practices are prohibited and will lead to offers rejection.
7. **ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and set up a Transparency unit (supervised by the Director of Audit & Transparency) that can be reached through a dedicated phone number and e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practice (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number +33 6 07 22 46 28 and/or send an e-mail to transparency@acted.org.**

SPECIAL CONDITIONS:

8. Lots¹:
 - The Bidder **may** bid for one or all Lots. Each lot **may** be subject to a separate contract and the quantities indicated for the different lots cannot be divided. **The Bidder must offer all items & quantities indicated for each lot. Bids for part of a lot only will not be considered.**
 - If the Bidder is awarded more than one lot, a single contract may be concluded including all lots.
9. Bidders selection criteria will be evaluated as described below:

#	Criteria	Sub-criteria	Maximum Score	Minimum score	0 (0 if info not provided)	1	2	3
1		Similar past contracts	1		The bidder has provided no past contract similar to the contract to award	The bidder has provided at least one past contract similar to the contract to award	N/A	N/A
		Amount of past contracts	1		No similar past contract provided has an amount is equal or above the contract amount to be awarded	The amount of a similar past contract provided is equal or above the contract amount to be awarded	N/A	N/A
		Positive past experience with ACTED	1		The bidder proved weaknesses in executing past contracts awarded by ACTED	The bidder has a positive record as per ACTED supplier database	N/A	N/A
		Number of years in business	1		The bidder has been working in this business for less than 2 years	The bidder has been working in this business for 2 years or more than 2 years	N/A	N/A

¹To be adjusted by the Purchase Committee before publication



	Total Experience		4	2				
2	Reliability	Service continuation	1	1	The bidder proposes none of the following services: - possibility to replace a bus which broke down in less than 4 hours anywhere in Moldova or Romania	The bidder proposes one of the following services: - possibility to replace a bus which broke down in less than 4 hours anywhere in Moldova or Romania	N/A	N/A

10. Bids award criteria will be assessed through a:

Pass/fail method

Note:

- The pass/fail method consists in evaluating the technical component of offers from the lowest price.

Criteria	Sub-criteria	Maximum Score	Minimum score	0 (0 if info not provided)	1	2	3	4	
	Technical state of the fleet	1	1	Technical passport unavailable or out of date	Technical passport is up to date, last inspection made less than 6 months before	N/A	N/A	N/A	
	Space for luggage	1	1	Bus can transport only people, not their luggage	Bus has enough space to transport both people and their luggage				
	Comfort	2		No air conditioning or heating available, buses are not clean		Air conditioning and heating are available, buses are clean	N/A	N/A	
	Age of the fleet	4		Buses are more than 20 years old	Buses are between 15 and 20 years old	Buses are between 10 and 15 years old	Buses are between 5 and 10 years old	Buses are younger than 5 years old	
Total quality		8	5						
4	Availability	Size of the whole fleet	3	1	Company has 2 operational vehicles or less	Company has 3 operational vehicles	Company has 4 operational vehicles	Company has 5 operational vehicles or more	N/A
		Delivery time	1	1	Buses are available in more than 24 hours upon request	Buses are available in less than 24 hours upon request	N/A	N/A	N/A
BONUS	Social and environmental impact	1	0	Company does not have a social and environmental policy	Company has a social and environmental policy	N/A	N/A	N/A	

11. ACTED's Special Conditions for Purchase for this tender are attached for the information of Bidders. When sending their offers to the present call for tender, Bidders acknowledge their agreement with these terms & conditions.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____

